

**NORTH WEST REGIONAL COLLEGE
EQUALITY SCREENING REPORT 2020/2021**

Policy title	Aim of Policy	New / existing / revised policy	Date of Screening	Screening decision
Clear Desk Policy	The aim of this policy is to establish the minimum requirements for maintaining clear desks and to ensure any confidential, restricted or sensitive information is locked away and out of sight. In addition, to ensure that all sensitive and confidential information, whether it be on paper, a storage device, or a hardware device, is properly locked away or disposed of when a workstation is not in use. This policy will reduce the risk of unauthorised access, loss of, and damage to information during and outside of normal business hours or when desks are left unattended.	Revised	7 October 2020	The Policy has no impact on any of the Section 75 equality categories
Externally Funded Projects	Projects are an important source of funds that allow the College to involve staff and student in activities that may otherwise not occur. Such activities	Revised	9 November 2020	No impact on any of the Section 75 equality categories

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	include student/staff international trips, sharing of good practice with other colleges, both locally and internationally, and developing innovative programmes and products. The College may act as Lead Partner or as a Partner with an external Lead - the procedures set out the process to be followed for both scenarios			
Guidance on Data Protection Impact Assessments	The guide aims to assist management in the completion of privacy impact assessments (DPIAs) in the development or amendment of current processing. The guidance outlines the how to complete the DPIA template effectively	Existing	10 February 2021	This guide has no adverse impact on any of the Section 75 categories
Data Breach Management Policy	This purpose of this procedure is to provide staff guidance should they identify or have suspicion that personal data has been compromised. This procedure outlines the steps the College will take in identifying a breach has occurred, containment and recovery,	Existing	10 February 2021	This policy has no adverse impact on any of the Section 75 categories

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	as well as assessing the risk/impact to individuals.			
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Data Protection Policy	The College functions require us to process personal data, primarily to perform our statutory functions to deliver education and training in the Further Education sector to our	Revised	10 February 2021	This policy has no adverse impact on any of the Section 75 categories

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	<p>students and administer contracts with our employees, workers, contractors, agency workers, consultants and suppliers and to comply with our legal obligations (for example health and safety and reporting to the Department for the Economy). Therefore this policy sets out what the College expects of all its employees, workers, contractors, agency workers, consultants, directors, students, in order to comply with Data Protection legislation.</p>			
Data Subject Rights Procedure	<p>North West Regional College must process many categories of personal data to provide education, training and employment. It regards the lawful and correct treatment of personal information as imperative to successful operations and to maintaining confidence between all data subjects and ourselves. We ensure that our organisation treats information it processes lawfully and correctly. Therefore, this Procedure</p>	Revised	10 February 2021	This policy has no adverse impact on any of the Section 75 categories

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	<p>provides guidance on the process to be followed when a Data Subject makes a request in relation to his/her Rights as per UK General Data Protection Regulations ('UK GDPR').</p>			
<p>Data in Transit Policy</p>	<p>This document is intended to prevent unauthorised disclosure of information by laying down clear standards of practice to maintain good security when using, taking or sending personal, special category or confidential data outside of their normally secure location. The need for this is driven by our duty to protect the information of individuals. It is important for NWRC to issue guidance in relation to the transit of personal data to include both hardcopy and electronic format across the Colleges sites.</p> <p>This Policy outlines the process that all staff must refer to when arranging for the transport of personal data from one location to another. There is substantial risk of causing harm and</p>	<p>Revised</p>	<p>10 February 2021</p>	<p>This policy has no adverse impact on any of the Section 75 categories</p>

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	inconvenience to the data subject if personal data is lost and also the reputational damage that it would cause the College.			
Use of Email Policy	The aim of the policy is to ensure the college complies with its legislative requirements. Staff receive and send numerous emails for business purposes, this policy aims to outline the requirements for acceptable use of emails and to ensure staff are aware of their obligations. Emails can contain confidential information, as such the college must ensure that it is sent securely, whilst protecting personal data and the College's reputation.	Existing	11 February 2021	This policy has no adverse impact on any of the Section 75 categories
Special Category Policy Document	Under DPA 18 Schedule 1, Pt 4 the College are required to have an 'Appropriate Policy Document' in place which covers the College's safeguards for processing special category data. This would sit on the College website to outline the lawful	Existing	11 February 2021	This policy has no adverse impact on any of the Section 75 categories

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	basis in which we would process special category data and how the College will ensure compliance with the data protection principles under UK GDPR (Art. 5).			
Guidance on Legitimate Interest	This guidance aims to assist College employees' who may decide to process personal data under the Legitimate Interest lawful basis. The College are obligated under data protection regulations to complete a Legitimate Interest Assessment (LIA) prior to processing personal data under this lawful basis. This guidance assists College staff in completing the LIA.	Existing	11 February 2021	This guide has no adverse impact on any of the Section 75 categories
Admissions and Enrolments Policy	The aim of this Policy is to provide an admissions framework which ensures applicants access the course most suitable to them, and to ensure that applicants are treated solely on the basis of their merits, ability and potential, thereby providing a fair and	Revised	12 February 2021	Policy has no adverse impact on any of the equality categories. The policy aims to provide guidance on the enrolment of all students, regardless of religious belief, political

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	equitable process for all. The College aims to provide comprehensive, accurate, user-friendly information and advice to applicants in the admissions process. This is to enable an informed choice of course to be made appropriate to their interests, academic qualifications and potential.			opinion, racial group, age, marital status, sexual orientation, gender, disability or whether they have dependants.
Recruitment and Selection Policy	The aim of this policy is to promote good practice among all persons involved in making selection decisions and carrying the responsibility for implementing equality of opportunity.	Revised	19 February 2021	This Policy will ensure equality of opportunity regardless of the Section 75 equality category in which job applicants may fall.
Carers Leave for Support Staff	To provide a framework for management to grant time off work to staff who are experiencing short-term domestic difficulties such as those associated with the care of sick or elderly relatives and/or children of school age.	Existing	19 February 2021	Policy does not have any adverse impact on support staff as those with caring responsibilities are able to request carers' leave

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Flexitime Scheme	To enable staff to plan working hours to balance their personal needs with those of the College, thus increasing the efficiency of the organisation and staff work/life balance.	Revised	19 February 2021	No impact on any of the Section 75 categories for relevant support staff.
Safeguarding, Care and Welfare Policy (plus addendum)	This addendum sets out additional information to the current Safeguarding, Care and Welfare policy in light of Covid-19 and should be read in conjunction with that policy. Unless stated, the college's normal Safeguarding, Care and Welfare policy and procedures will continue to apply. This addendum will continue to be updated in line with government guidance as and when appropriate. In this addendum, when measures are outlined to protect children, young people, adults at risk of harm and adults in need of protection this means not only those who are studying on campus but also those who are studying from home, for reasons due to Covid-19 for example, a regional or local lockdown, self-	Revised / New (combined)	17 February 2021	The policy/addendum is for all staff regardless of any of the section 75 equality categories. No-one will have an adverse impact by it being implemented. It is to ensure students whether they are young children, young people, adults at risk and adults in need of protection can be educated in a safe environment with additional precautions as a result of Covid-19

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	isolation or advised by a medical professional			
Complaints and Compliments Policy (Internal use)	This policy aims to protect integrity of the College and NIPSO, provide guidance to staff and students on Complaints and Compliments, respond to any complaint, appeal and record compliments accordingly and to standardise and record any investigation of complaints/appeals to ensure openness and fairness.	Existing	25 February 2021	The policy provides guidance to staff on compliments and complaints. The policy has no impact on equality.
Assessment Malpractice, Maladministration and Plagiarism Policy	This policy aims to protect integrity of the College and awarding bodies/organisations, provide guidance to staff and students on Malpractice, respond to any incident of alleged malpractice promptly and objectively and to standardise and record any investigation of malpractice to ensure openness and fairness.	Existing	26 February 2021	The policy provides guidance to staff and students on malpractice and plagiarism and provides the detail on how to deal with these issues. The policy has no impact on equality
Academic Assessment Appeals Policy	This policy aims to provide guidance to staff and students on the academic assessment appeals process	Existing	26 February 2021	The policy provides guidance to staff and students on the academic assessment appeals

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				process. The policy has no impact on equality.
Fire Safety Policy	Ensure that the College complies with all current legislation. To manage the safe evacuation of all staff/students in the event of an emergency/fire.	Existing	1 March 2021	No impact on any of the Section 75 equality categories
FE Sector Freedom of Information Procedures	The purpose of this procedure is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under: <ul style="list-style-type: none"> Freedom of Information Act 2000 	New	1 March 2021	No negative impact on all nine equality categories
FE Sector Access to Information Policy	The purpose of this policy is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under: <ul style="list-style-type: none"> Freedom of Information Act 2000 	New	1 March 2021	No negative impact on all nine equality categories

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	<ul style="list-style-type: none"> Environmental Information Regulations 2004 			
FE Sector Environmental Information Regulations Procedures	<p>The purpose of this procedure is to guide the College in its management of Information requests, outline roles and responsibilities and to establish procedures for the management of requests under:</p> <ul style="list-style-type: none"> Environmental Information Regulations 2004 	New	1 March 2021	No negative impact on all nine equality categories
Internal Quality Assurance (Moderation) Guidelines (includes the external examination process)	<p>This policy aims to;</p> <ul style="list-style-type: none"> Protect the integrity of the College and awarding bodies/organisations Protect the quality of qualifications achieved maintaining public confidence in every qualification To enhance best practice in Staff Development in the support of quality and standards To reduce risk of error resulting in interventions from the Awarding Organisations 	Revised	9 March 2021	The policy provides guidance to staff on how to carry out moderation on assessment and ensure standardisation of marking. The policy has no impact on equality.

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	The policy was rewritten to comply with all main awarding bodies/organisations			
NWRC IT Services facilities, Datacentre & Comms Room Access Control	<p>This document has been prepared to ensure that college environments are kept safe and everyone who accesses the restricted facilities must be aware of how they can contribute towards ensuring a safe environment.</p> <p>The principle objective is to ensure the avoidance of thief and damage through restricted entrance to IT Services areas</p>	New	9 March 2021	No impact on any of the Section 75 equality categories
Social Media Policy	The aims of the policy are to assist staff to encourage good practice, to assist staff to work safely, legally and responsibly with social networking technology and to monitor their own standards and practices; set clear expectations of behaviour relevant to social networking for educational, personal or recreational use and details the aspects of safer online behaviour; support safer working	Revised	16 March 2021	This policy has no adverse impact on any of the S75 categories

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	practices and to clarify the consequences of unlawful or inappropriate behaviour.			
Code of Practice, IT Services, MIS & Library Personnel	The purpose of this code is to ensure that the rights of staff (teaching and support) and students are protected. The document defines the processes that may be undertaken in terms of monitoring the usage of all computer systems owned or operated by the College	Revised	16 March 2021 [not approved until April 2021]	No negative impact on all nine equality categories
ICT Acceptable Use Policy	The intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to North West Regional College's established culture of openness, trust and integrity. This policy is aimed at protecting the North West Regional College's employees, partners, students and the College itself from illegal or damaging actions by individuals, either knowingly or	Existing	16 March 2021 [not approved until April 2021]	No as the objective of this policy is to maximise the benefits of the North West Regional College's computer resources and minimise potential liability. All staff and students need to adhere to this policy regardless of any of the equality categories

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	unknowingly. The objective is to maximise the benefits of the North West Regional College's computer resources and minimise potential liability.			
Network Access and Authentication Policy	The purpose of this policy is to describe what steps must be taken to ensure that users connecting to the College network are authenticated in an appropriate manner, in compliance with College standards, and are given the least amount of access required to perform their job function.	Existing	16 March 2021 [not approved until April 2021]	No as policy is guidance to explain the need for authentication regardless of equality category
Procedure for Install of Microsoft Office 365	The Guidance highlights the process involved in the installation of Microsoft at home.	Revised	15 March 2021 [not approved until April 2021]	No negative impact on all nine equality categories
Disaster Recovery Policy	The purpose of this policy is to maximise the effectiveness of contingency operations through an	Existing	16 March 2021	The policy is guidance to explain the need for IT requirements during

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	<p>established plan that consists of a number of phases and activities. For example, identify the activities, resources and procedures needed to carry out the College plan to process the requirements during prolonged interruptions to normal operations. In addition, assign responsibilities to designated College personnel and provide guidance for recovering the plan.</p>		[not approved until April 2021]	periods of prolonged interruptions regardless of equality category
Essential Skills Policy	<p>The aims of the policy are:</p> <ul style="list-style-type: none"> • To promote awareness of essential skills development to all students from the point of application, admission and throughout the learner journey • To ensure that those students who require it have an entitlement to improve and be accredited for their Essential Skills at an appropriate level • Create new opportunities for adult and community learners, including those in HMP Magilligan to 	Revised	21 April 2021	This policy aims to provide students with opportunities to further their education through successful completion of Essential Skills qualifications regardless of any of the Section 75 equality categories

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	<p>develop their Essential Skills through innovative programmes</p> <ul style="list-style-type: none"> To engage with government Departments (DfE, DE, ETI), Awarding Bodies and the Sector Essential Skills Working Group to participate in developments within or review of the Essential Skills Strategy 			
Data Classification Policy	<p>The policy aims to assist management in the correct classification of confidential business information. The policy outlines the different levels of document classification and their relevant subsets. The level of classification will determine how information is shared and accessed. This will offer further protection to individuals' personal data and for commercially sensitive documentation. The classifications will soon be applied to the Colleges electronic documentation to prevent</p>	Revised	10 May 2021	None as this policy has no adverse impact on any of the s.75 categories

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	unauthorised access to sensitive and/or personal data.			
Data Protection Handbook	The Data Protection Handbook has been written to compliment the Data Protection Policy (and all related policies, eg, Data Breach Management Policy, Data in Transit Policy, etc) and serves as a reference tool to assist the North West Regional College (and other FE Colleges') staff on how to demonstrate compliance with legislation. Therefore, the aim of the handbook mainly sits in line with the aims of the Data Protection Policy	Revised	14 May 2021	The Data Protection Policy is a legislative requirement and has no impact on any of the Section 75 equality categories. The handbook was developed for FE College staff to ensure compliance.
Young Adult Carers Policy	North West Regional College is committed to supporting Young Adult Carers and recognises the importance of promoting and supporting students that have caring responsibilities for a family member, partner or friend at their home. NWRC believes that all Young Adult Carers have the right to an education	New	20 May 2021	The Young Adult Carer policy has been developed to acknowledge the support that may require while young carers are studying at the College. Support plans incorporating student ID cards, access to

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	<p>regardless of their commitment to providing care for a family member. When a Young Adult Carer is providing care for someone in their family who has a serious illness, disability or substance misuse problem, he or she may need additional support to ensure they achieve their potential, NWRC recognises this and is committed to ensuring support is in place to support the Young Adult Carer in achieving their qualification.</p>			<p>telephones and consideration of alternative deadlines for submitting work have been put in place. There is no adverse impact on any of the Section 75 categories as other support mechanisms are available for other student carers</p>
Lateral Flow Process	<p>The College is participating in the Department of Health and Social Care (“DHSC”) National Testing Programme. The target for this service is asymptomatic testing with the use of lateral flow technology. The College for the purpose of this programme is a Participating Organisation who will participate in the Workplace Collect Testing workstream. The aim of the</p>	New	10 May 2021	<p>Lateral Flow checks will be provided to all staff and students to identify asymptomatic individuals, therefore there will be no adverse impact on any of the section 75 equality categories</p>

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	<p>testing programme is to combat the COVID-19 pandemic, by the use of lateral flow device (LFD) test kits. The aim is to identify asymptomatic individuals who have COVID-19. The purpose of this processing will allow the College to provide self-test kits to individuals for use at home.</p> <p>The benefits of the processing is to aide in the combatting the COVID-19 pandemic. As a participating organising the College will distribute the LFD testing kites to staff and students to identify asymptomatic individuals. It is anticipated that staff, students and all 3rd parties will participate.</p>	Official		
Fraud Policy	To raise staff awareness of their responsibilities. To safeguard public resources against the risk of fraud. The Policy outlines the College and Staff's responsibilities in relation to	Existing	7 June 2021	No impact on any of the Section 75 equality categories

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	fraud and also outlines the fraud response plan			
Bribery Policy	The purpose of this policy is to provide a clear statement that the College does not permit any form of bribery; set out the responsibilities of the College, and of relevant persons associated with it, in observing and upholding the College's position on bribery and corruption; and provide information and guidance to on how to recognise and deal with bribery and corruption issues.	Existing	7 June 2021	No impact on any of the Section 75 equality categories
Audio and Voice Recording Policy	The aim of the policy is to make staff aware of College policy regarding the recording and storing of audio and voice recording	Existing	11 May 2021	No impact
References Policy	The aim of the policy is to make staff aware of College policy regarding Reference Requests	Existing	11 May 2021	No impact
Social Events Policy	To ensure all staff are aware of the requirements to adhere to the standards of behaviour expected in	Existing	11 May 2021	No impact

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	the normal course of day to day employment at social events whether organised by the College or not.			

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